



January 10-14, 2022

Week 2

www.losaltoshills.ca.gov/cmwr

City Manager

Thank you

"Dear History Committee of Los Altos Hills,

I would like to express our gratitude to you all, in particular Carol Gottlieb and Jitze Couperus, first of all for noticing that the old, illegible historical plaque at the base of our flagpole needed to be replaced, then finding out the original words that were on it, then designing a beautiful new plaque to replace it, then persevering in negotiating with us when it could be installed and unveiled, and finally for all the arrangements that led to the successful unveiling event at our flagpole on Friday, December 17th, 2021. We were glad to meet you, Carol and Jitze, and to learn more about the process that led to the placing of the new plaque. We were honored by your presence at the unveiling and encouraged by the number of guests that attended.



Yours sincerely,
Father Chris Parrish
Rector, St. Luke's Chapel"

License Plate Readers (LPR)

[We made the KPIX news](#)

Held Meetings and Events

January 10: City Council Annual Reports from Committees Special Meeting
January 10: Public Art Committee
January 10: Joint Community Volunteer Awards Committee Special Meeting
January 11: State of the Town Presentation to Los Altos Hills Club with Mayor Tyson
January 11: Finance and Investment Committee
January 11: Environmental Design and Protection Committee
January 12: Open Space Committee
January 13: Pathways Committee Special Meeting
January 13: Environmental Initiatives Committee
January 13: Planning Commission

Upcoming Meetings and Events

**Agendas will be posted a minimum of 72 hours in advance*

January 17: Closed in observance of Martin Luther King Jr. Day.
January 18: [History Committee](#) 3:30-5:00pm
January 18: [Youth Commission](#) 7-8pm
January 19: [City Council/Planning Commission Special Meeting Housing Element](#) 6-8pm
January 20: [City Council Meeting](#) 6-10pm
January 24: [Parks and Recreation Committee Special Meeting](#) 5:30-7pm
January 24: [Pathways Committee](#) 6:30-9:30pm

January 25: [City Council Priority Setting](#) 9-3pm

January 25: [Community Relations Committee](#) 7-9pm

January 27: [COVID-19 Testing by Appointment](#) 9:30-4pm

The Town is partnering with the County of Santa Clara to offer COVID-19 testing in our community. Testing will be by appointment only and available 7 days before the testing date. To make an appointment visit: <https://scl.fulgentgenetics.com/appointment>

January 28: [Talk and Walk with the City Manager](#) 10:30-Noon

This casual opportunity is available for residents to ask questions and share ideas with the City Manager. A virtual meeting will take place at 10:30am and those who would like to enjoy the pathways for a walking meeting, join Peter at Town Hall at 11:00am.

For a complete list of and more information, visit www.losaltoshills.ca.gov/calendar

Planning and Building Department

Site Development / Fast Track Public Hearing

On January 11, 2022, planning staff held a public hearing to discuss the Site Development Permit for a 6,192 square foot one-story residence with an attached 1,043 square foot, 4-car garage and an attached ADU. One heritage oak is proposed for removal and the existing tennis court and road access will be demolished and filled to restore the property to its original site contours. The subject property is located at 12815 Deer Creek Lane (SD21-0048.) The project was approved, and a Notice of Decision was mailed per the Municipal Code requirements. The video recording and conditions of approval has been uploaded to the Town's website and can be accessed here: <https://www.losaltoshills.ca.gov/501/Public-Meeting-Resources> [<https://www.losaltoshills.ca.gov/501/Public-Meeting-Resources>] under the meeting date.

Planning Commission Public Hearing

Planning Commission, at a Special Meeting on Thursday, January 13, 2022, held a public hearing to discuss the following three (3) items:

1. 26685 Purissima Rd – File #VAR21-0006 – Lands of Stemm/Hsia Request for a Variance to allow approximately 9 sq. ft. of an existing unpermitted accessory structure that is encroaching 33 inches in the 30-foot rear yard setback. The item was approved.
2. 27388 Sherlock Court – File #SD19-0003 – Lands of Chung Site Development Permit for a new 4,958 square-foot, two-story residence on a vacant parcel along with a request for a grading exception for parking and a firetruck turnaround and private road improvements to create a more conforming emergency access roadway with a minimum width of 18 feet. The item was approved.
3. 28001 Elena Road (APN 182-02-016) – File #ZP21-0047 – Lands of Sea Landing LP Zoning Permit for new 6'-0" tall property line fencing and gates. The item was continued to a date uncertain.

Housing Element Update: Staff is preparing for the upcoming Joint Special City Council and Planning Commission meeting on January 19, 2022, at 6 pm.

Community Engagement Around Green /Electrification

Building Model: Melanie Jacobson from Integrated Design 360 made a presentation to Environmental Initiatives Committee at its January 13, 2022.

Webpage updates: Staff will be uploading recordings of Fast Track/Site Development meetings and conditions of approval on the Town's website for the use of community: <https://www.losaltoshills.ca.gov/501/Public-Meeting-Resources> [<https://www.losaltoshills.ca.gov/501/Public-Meeting-Resources>].

Site Development Permits

Submitted: 3

Approved: 3

Building Permits

Submitted: 11

Issued: 7

Inspections

Building: 25

**January 7- January 13*

Public Works Department



CIP Projects

Town Hall Addition

- Coordinate HVAC and Final inspections, room speaker contacts
- Correspondence with Architect and Contractor on final punch list items
- Coordinate with Town staff regarding exchanging push bar doors
- Coordinate with fire contractor and contractor on reinstalling ceiling tiles

East Sunset Drive Roadway Widening – being advertised.

Westwind Community Barn

- Parks and Recreation staff arranged and conducted a pre-construction field walk for the Feeding Pasture Fencing Project with contractor, C2R Engineering, VDE, Engineering and Maintenance.
- Timeline: Two weeks to complete the work, work will start within the month.

Private Development Projects

- Reviewed and issued encroachment permit to Flock Safety for installation of ALPR cameras in Town's Right-of-way.
- Performed site survey with staff and Flock Safety technician to relocate 3 cameras.
- Performed Site survey and marked location for bike shares signs with Maintenance Supervisor.
- Met property owner at 13599 Robleda Road regarding creek erosion repair.
- Reviewed and provided comments or conditions of approval of the projects to Planning staff
- Reviewed projects and coordinated with Building Technician for building permit clearance
- Performed site inspection with Planning staff for various private site development projects.
- Provided customer services at counter, via emails, and phone calls on various questions.
- Provided support to assistant engineers on various questions and issues.

Encroachment Permits and Customer Requests

Encroachment Permits: 5

See Click Fix or customer calls: 7

Submittal received: 0

- 25838 Springhill Drive – investigated and identified the source of the strong sewer odor on the Foothill expressway, and scheduled West Bay Sanitary District to flush out the sewer main
- Responded to a phone call and investigated the operation of traffic signals on El Monte Road, in front of the St Nicholas elementary school

Sanitary Sewers

- 12500 Minorca Court – reviewed sewer drawings and an easement agreement
- 26600 Elena Rd – reviewed sewer lateral drawings
- 13254 East Sunset Dr – approved and issued sewer permits
- 14735 Saltamonte Way – approved and issued sewer permit
- 25712 Elena Rd – studied feasibility of a sewer connection

Pathway Projects

- Fremont and Redwood Grove - reviewed revised Topo from RSE, created new FIRMette, sent updates and confirmation that site was outside flood plain elevations to Los Altos

Stormwater Inspections

- Ongoing site inspections, writing reports, updating spreadsheet
- 12170 Dawn Lane, received photos and inspect (1)
- 25539 Hidden Springs Court, inspection (2), correspondence
- 25255 La Loma Drive, inspection (2), correspondence
- 13210 E Sunset Drive, correspondence

Maintenance Crew

After hours or weekend callouts: 1

Fallen trees/major limbs down: 0

- Repair leaking water fountains at Purissima Park
- Repair Water leak on Fremont Rd near Edith
- Clean and weed abatement along pathways and on El Monte Rd median
- Clear downed minor tree limbs on pathways
- Show Surplus equipment to prospective buyers for our auction
- Repair small tools
- Replace missing or damaged signs
- Purissima Park field and arena dragging, leaf and trash pick up.
- Repair warning cap on outfield fences at Purissima Park
- Marked USA Service requests

Administrative Services Department

Received \$44,849.62 in cash receipts and electronic funds transfer (EFT).

Processed 36 payroll checks with a liability amount of \$98,326.59

There were 4 invoices sent out for a total of \$29,537.85.

Staff participated in a MANDATORY Workplace Violence training on Friday, January 14.



Staff organized a Wellness Pathway Walk at lunch on Wednesday.



Parks and Recreation Department

New Year's Day Hike

The Pathways Committee hosted another successful event to kick off the New Year. Click on the photo to link to the album.



Byrne Preserve Permanent Signage

Per council direction, staff is working with Open Space and Parks and Recreation subcommittees on the locations and content for Byrne Preserve permanent signage. Obtained quotes for design work.

Pilot Manure Disposal Program

Staff met with GreenWaste operations and maintenance. Staff will be rolling out this pilot program by the end of the month.

Purissima Park Monthly Maintenance Meeting

Conducted with Maintenance and Little League.

Spring-Summer Activity Guide

Preparations for the upcoming Spring-Summer Activity Guide continue. Activity Guides will arrive in residents mailboxes by March 1st. Staff met with a resident who is interested in volunteering to host a weekly weekend playroom at Parks and Recreation Building. This program will be listed in the upcoming guide.

Sheriff's Weekly Report

Visit the link to view the [Sheriff's weekly report](https://www.losaltoshills.ca.gov/ArchiveCenter/ViewFile/Item/1668).

[<https://www.losaltoshills.ca.gov/ArchiveCenter/ViewFile/Item/1668>]



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